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11 June 1971

MEMORANDUM FOR: Records Management Officer,  
Domestic Contacts Service, DDI

SUBJECT : Procedures for Storage of Agency  
Archives

REFERENCE : DCS/RMO to CIA/RAO dtd 15 March 71  
subject: Policy with Respect to  
Storage of Agency Archives

1. To confirm my discussions with you and the Chief of the Agency Archives and Records Center concerning referent memo about the controls over records in the Agency Archives, I wish to indicate the existing storage and reference systems that are our standard operating procedures.

2. As you know, the Agency does not, as yet, have a formal Archival Program. Nonetheless, we have accumulated more than 16,000 cubic feet of material in the Archives Section of the Records Center. Further, the Executive Director-Comptroller has requested me to develop an Agency Regulation on an Archives System.

3. Until such time as we can accomplish the above and then publish formal procedures, we proposed -- and on 14 April 1970 the Agency Records Management Board accepted -- the attached procedures for operating the Agency Archives.

4. Concerning your questions on access controls, Paragraph III-A should reassure you that the use of Agency Archives is restricted to the originating or forwarding office and authorized officials of that office's Directorate -- such as designated Historians and the Senior Records Officer.

Distribution:

Orig & 1 - DCS

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ATTACHMENT: Procedures for  
Operating Archives

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